



Declaration of the Authorized Representative

Collection and use of personal information is in accordance with the Privacy Act. This information is collected to issue, to the holder of a valid foreign certificate, a Canadian Endorsement that permits this certificate to be accepted in lieu of a certificate issued under Part 3 of the Canada Shipping Act, 2001. The information is collected under the authority of section 16 of the Canada Shipping Act, 2001. The information collected is described in personal information bank entitled Seafarers' Certificates and Documents (TC PPU-030). In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the Privacy Act. All personal information collected in relation to the issuance of a Canadian Endorsement is to be retained for two (2) years following the expiry of the Canadian Endorsement. The Privacy Act states that you have the right to access your personal information and to request changes to incorrect information. For more information, please contact your [Privacy Coordinator](#).

| PART 1. AUTHORIZED REPRESENTATIVE DETAILS | | | | | |
|---|-----------------------------|--------------------------------------|-------------------------------------|----------------------------|--|
| Company name | | | Company contact | | |
| Address | | | | | |
| Number | Street | City | Province | Postal code | |
| Email | | | Telephone number | | |
| PART 2. EMPLOYMENT DETAILS (Foreign Seafarer Details) <input type="radio"/> Nautical <input type="radio"/> Engineering <input type="radio"/> Dual Capacity | | | | | |
| Surname | | Given names | | Date of birth (dd-mm-yyyy) | |
| I declare that I intend to employ the foreign seafarer listed above for the period from _____ to _____ | | | | | |
| Employment start date (dd-mm-yyyy) | | | | | |
| _____ as _____ | | _____ on board the following vessel: | | | |
| Employment end date (dd-mm-yyyy) | | On board position | | | |
| Vessel name | Official number /IMO number | Port of registry | Labour market impact assessment no. | or | Work permit number (begins with a "U") |
| Voyage classification | | | | | |
| PART 3. AUTHORIZED REPRESENTATIVE DECLARATION | | | | | |
| <input type="checkbox"/> I declare that the foreign seafarer listed above holds a valid certificate of competency, valid certificates of proficiency, and a valid medical certificate issued by Canada or a state with which Canada has entered into a reciprocal arrangement with, as required for the position held and assigned duties on board the vessel. | | | | | |
| <input type="checkbox"/> I declare that the foreign seafarer listed above has completed an application for a Canadian endorsement. The application form and the supporting documents are enclosed. | | | | | |
| <input type="checkbox"/> I declare that the foreign seafarer listed above has sufficient knowledge of Canadian maritime legislation and regulations to enable the safe and efficient operation of the vessel, as per paragraph 2.7.1 a) of the guidance notes contained within the Application for a Canadian Endorsement (Form 82-0786). | | | | | |
| <input type="checkbox"/> I declare that the foreign seafarer listed above can understand, speak, read, and write English or French at a level that allows the seafarer to carry out their role as set out per section 2.5 of the guidance notes contained within the Application for a Canadian Endorsement (Form 82-0786). (For initial application only) | | | | | |
| <input type="checkbox"/> I hereby affirm that all the information provided by me in this application and the supporting documents are true and correct to the best of my knowledge and belief. | | | | | |
| <input type="checkbox"/> For certificates at the management level , I understand that the record of familiarization must be submitted to Transport Canada in order for the Canadian endorsement to be issued. | | | | | |
| _____ | | | _____ | | |
| Signature | | | Date (dd-mm-yyyy) | | |
| _____ | | | _____ | | |
| Name | | | Position in company | | |

GUIDELINES FOR THE ASSESSMENT OF THE KNOWLEDGE OF ONE OF THE TWO OFFICIAL LANGUAGES

WHEN TO USE

The Assessment method outlined below is for use when the authorized representative is required to assess the English or French language proficiency of a foreign seafarer for a Canadian endorsement, as set out per section 2.5 of the guidance notes contained within the Application for a Canadian Endorsement form (82-0786). The Criteria Checklist should be used to confirm proficiency of English or French and as an auditable record for all foreign seafarers wishing to apply for a Canadian endorsement.

THE ASSESSMENT

This Assessment is to be conducted in person, or online if adequate measures are in place to avoid cheating and to ensure the authenticity of the assessment, with a native English or French speaker (hereinafter "interviewer"). It should consist of 4 separate sections, as defined below. Questions and answers must be noted unless the assessment can be recorded (preferable). When noted, the answers provided may be in the form of short phrases, but it must be sufficiently clear that it can be used as an aide-mémoire for the purpose of the verification by Transport Canada, if needed.

The assessment must be conducted at the appropriate level, operational or management, based on the level of responsibility of the certificate of competency for which the Canadian endorsement is seeking, and not based on the position that the foreign seafarer will be employed.

At the end of the assessment, all the criteria should have been evaluated. Where there is doubt as to whether a criterion is being met, there may be a need to retry during the assessment, but if the point must be pressed, it should be left as not met.

Section 1 - Oral interview

This should cover general topics, for example career to date, future plans, etc. The questions should enable and encourage discursive responses allowing the foreign seafarer the chance to ask questions or seek clarification.

This should also cover specific job topics and be tailored to the vocabulary relating to the specific functions to be undertaken by the foreign seafarer. This may include listening to radio messages, loudspeaker announcements, and should certainly include the testing of comprehension and communication of the types of orders, statements, and requests that the foreign seafarer is likely to hear or have to make.

Section 2 - Live listening/comprehension

The interviewer should read a passage of a maritime nature, e.g., an incident or a procedure, at a steady pace for 3-5 minutes. The foreign seafarer may take notes throughout (in their own language if preferred). The foreign seafarer should be allowed 2-3 minutes to look over their notes and then be asked to describe the incident in their own words, summarizing the main points.

Section 3 - Reading comprehension

The foreign seafarer should read a document relating to specific functions to be undertaken by the candidate, e.g., a publication, a report, manufacturers' manuals, or a procedure. They should be allowed 4-5 minutes to read it and then be asked to describe the document in their own words, summarizing the main points.

Section 4 - Written expression

The foreign seafarer should write, using marine technical terminology, a document relating to its specific functions e.g., write technical notes or notices to crew, complete forms, and report on daily occurrences in the deck or engineering department.

CRITERIA CHECKLIST (met or not met)

This criteria checklist is to help establish levels of listening, speaking, reading and writing abilities and are to be filled in each time an English or French language assessment is performed on a foreign seafarer wishing to apply for a Canadian endorsement.

The criteria are to be used as a checklist and where the interviewer decides that a criterion has not been met, then it is to be noted and must be considered in the final result. It will be for the authorized representative (AR) to decide whether failure to meet one or more criterion means the foreign seafarer's level of English or French would not be sufficient to carry out their functions safely and effectively.

The completed criteria checklist must be sent with the Application. The AR shall keep for a period of five years, the details of the assessment and, where available, the audio/video recording, and make them available for verification by Transport Canada, if needed.

OPERATIONAL LEVEL

| Listening Comprehension | | |
|--|---------------------------|-------------------------------|
| Understand short work exchanges containing introductions, casual small talk, and greetings. | Met <input type="radio"/> | Not Met <input type="radio"/> |
| Understand short descriptive or narrative communications on specific job topics. | Met <input type="radio"/> | Not Met <input type="radio"/> |
| Understand common sequentially presented instructions and directions related to familiar, everyday situations. | Met <input type="radio"/> | Not Met <input type="radio"/> |
| Oral Expression | | |
| Use courtesy formulas and some casual small talk. | Met <input type="radio"/> | Not Met <input type="radio"/> |
| Give a set of simple instructions and directions. | Met <input type="radio"/> | Not Met <input type="radio"/> |
| Give brief description of professional experience, situations, or simple processes. | Met <input type="radio"/> | Not Met <input type="radio"/> |
| Ask for and give information about needs and feelings related to common everyday activities. | Met <input type="radio"/> | Not Met <input type="radio"/> |
| Make and respond to a range of requests and offers. | Met <input type="radio"/> | Not Met <input type="radio"/> |

Reading Comprehension

- Understand simple work messages. Met Not Met
- Understand short, simple, clearly sequence instructions, and technical texts of familiar everyday situations. Met Not Met
- Understand the purpose, main idea, key information, and specific details in simple short texts related to everyday familiar situations and topics. Met Not Met
- Identify information in simple texts at short texts related to work. Met Not Met

Writing Skills

- Convey short, personal, informal work messages related to familiar work situations. Met Not Met
- Copy or record expanded information from short texts. Met Not Met
- Complete simple forms with basic familiar information and provide some responses to simple questions. Met Not Met
- Write simple service messages, and, a short paragraph to describe a familiar situation, event, professional experience or future plans. Met Not Met

MANAGEMENT LEVEL**Listening Comprehension**

- Understand the gist and some details in moderately complex common and predictable work exchanges and communication intended to influence or persuade. Met Not Met
- Understand simple to moderately complex directions and instructions for generally familiar and relevant procedures. Met Not Met
- Understand descriptive or narrative monologues or presentations related to everyday or specific job situations. Met Not Met

Oral Expression

- Participate in basic work conversations. Met Not Met
- Give instructions and directions for everyday activities and processes. Met Not Met
- Give and respond to informal requests, permission, suggestions, and advice. Met Not Met
- Ask for and give information related to routine daily activities. Met Not Met
- Describe sequences of events; incidents in the past, present, or future; or describe a scene, a picture, or daily routines. Met Not Met

Reading Comprehension

- Understand simple to moderately complex professional and public work messages, step-by-step instructions for multistep procedures related to everyday situations, and descriptive or narrative texts on familiar topics. Met Not Met
- Interpret information contained in formatted texts. Met Not Met
- Locate and use one or two pieces of information from moderately complex formatted text. Met Not Met

Writing Skills

- Convey professional messages in short, formal, and informal correspondence. Met Not Met
- Reduce short, factual, oral discourse to notes; and, an information page to a list of details. Met Not Met
- Write short correspondence for routine professional needs. Met Not Met
- Complete a form with detailed professional information. Met Not Met
- Write a paragraph about a familiar sequence of events or a description. Met Not Met

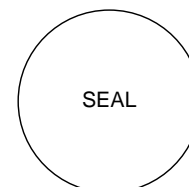
Authorized Representative Assessment

I can confirm that the standard of English of _____ at the _____
 _____ Name
 _____ level of responsibility was assessed on _____
 _____ Operational or Management Date (dd-mm-yyyy)

and was found to be Acceptable Not Acceptable by

 Authorized representative

 Signature of authorized representative Date (dd-mm-yyyy)



GUIDELINES FOR FAMILIARIZATION ON CANADIAN MARITIME LAWS

1. The on-board familiarization outlined below is to be used by the Authorized Representative (AR) to ensure that a foreign seafarer who applies for a Canadian endorsement attesting to the recognition of a foreign certificate of competency issued by a State with which Canada has entered into a reciprocal arrangement in accordance with the provisions of the Regulation II/2, III/2, III/3 or VII/1 at the management level, as defined in the STCW Code, has an appropriate knowledge of the applicable Canadian maritime laws to enable safe and efficient operation of the vessel.
2. The on-board familiarization must be developed by the AR to ensure that the foreign seafarer becomes familiar with the Canadian maritime laws and has appropriate knowledge to effectively perform their assigned duties, especially when performing duties vital to safety and the prevention or mitigation of pollution.
3. The familiarization is to be completed on board the Canadian flagged vessel by the foreign seafarer, and supervised by one of the following:
 - a) A person who holds a Canadian certificate of competency at the management level relevant to the discipline of the foreign seafarer,
 - b) For nautical, a shore captain, marine superintendent or operations manager while employed by the authorized representative of the vessel, or
 - c) For engineer, a marine engineer superintendent or operating engineer manager, while employed by the authorized representative of the vessel.
4. The on-board familiarization must be recorded as specified in paragraph 7, and subject to paragraph 5, the record of familiarization must be submitted to Transport Canada with the application.
5. When the on-board familiarization for knowledge of Canadian maritime laws cannot be completed before applying for a Canadian endorsement, the AR must ensure the following items are completed in order for a Confirmation of Receipt of Application (CRA) to be issued:
 - a) The foreign seafarer has read the Canadian maritime legislations relevant to the discipline and the level of responsibility of the certificate of competency for which the Canadian endorsement is sought, as listed in Annex 1;
 - b) An interview has been conducted in order to be satisfied that the foreign seafarer has an appropriate knowledge of the applicable Canadian laws to enable safe and efficient operation of the vessel;¹
 - c) The foreign seafarer will complete the on-board familiarization as soon as they join the vessel; and
 - d) While completing the on-board familiarization, the foreign seafarer receives appropriate guidance and is supervised or assisted by a person who holds a Canadian certificate of competency as a Master or officer as needed.

¹ Documentary evidence of the interview must be kept for a period of five years and be available for verification by Transport Canada, if needed.

6. Foreign seafarer can be authorized to serve onboard a Canadian flagged vessel without the proper Canadian endorsement only for a period of not more than 3 months, meaning that a CRA cannot be extended or reissued to a foreign seafarer. If the Canadian endorsement cannot be issued before the expiry date of the CRA, the foreign seafarer won't be authorized to serve on board the Canadian vessel until the entire process is completed and the Canadian endorsement has been issued. In order to avoid any delay with the issuance of the Canadian endorsement, AR's are encouraged to submit the record of familiarization completed and signed as soon as possible.

7. The record of familiarization must include, but is not limited to, the following information:

- The name and the signature of the foreign seafarer who has been familiarized;
- The name and the signature of the person who has supervised the on-board familiarization and his qualification or functions;
- The date on which the foreign seafarer has been familiarized with at least the following items:
 - The principal government departments which regulate the marine industry;
 - The purpose, the general content, and the structure of the applicable Acts and Regulation as listed in Annex 1.
 - Where to look for information regarding the following topics: Hull inspection; Machinery inspection; Tackle and lifting appliances inspection; Safe working practices; Occupational health and safety; Labour standards; Emergency drills; Safety management system; and Administrative monetary penalties.
 - Specific Canadian requirements regarding: Occupational health and safety; Hours of work and rest; Rights and duties of employer and worker; Refusal to work in dangerous conditions; Reporting requirements for accidents, incidents and hazardous occurrences, personal injury, or death to Transport Canada and Transportation Safety Board; Permitted discharge of pollutants; Emission control areas; Ballast water control and management; Pollution certificates; NORDREG; Inspection certificates; Load line certificates; Conditions for issue and renewal certificate; Authorities and powers of Transport Canada and Transportation Safety Board of Canada; Authorities and powers of marine safety inspectors; Authorities and powers of delegated health and safety officers; Vessel traffic schemes and reporting requirements (nautical only); Charts and publications to be carried on board (nautical only); ECDIS training (nautical only); and Canadian modifications to the international regulations for preventing collisions at sea and Canadian aids to navigation system (nautical only).

ANNEX 1

This annex lists the fundamental applicable Acts and Regulations with which a foreign seafarer must be familiar in order to be eligible for a Canadian Endorsement.

As this list is not exhaustive, a foreign seafarer in order to enable safe and efficient operation of the vessel might need to extend his/her familiarization to other marine transportation Acts and Regulations depending on the type of vessel, the voyage performed, and the position and duties assigned on board.

A complete list of marine transportation Acts, including Regulations and Orders Pursuant to each of them, may be found on the Transport Canada website. Access to the full text of federal Acts and Regulations is provided by the Department of Justice Canada, which is responsible for maintaining the Consolidated Statutes of Canada.

LIST OF APPLICABLE ACTS

ENGINEERS

All seafarers:

- [Canada Shipping Act, 2001](#)
- [Canada Labour Code, Part II](#)

Management level only:

- [Arctic Waters Pollution Prevention Act](#)
- [Canadian Transportation Accident Investigation and Safety Board Act](#)

NAUTICAL

All seafarers:

- [Canada Shipping Act, 2001](#)
- [Canada Labour Code, Part II](#)

Management level only:

- [Arctic Waters Pollution Prevention Act](#)
- [Canadian Transportation Accident Investigation and Safety Board Act](#)
- [Marine Liability Act, 2001](#)

LIST OF APPLICABLE REGULATIONS

ENGINEERS

All seafarers:

- [Arctic Waters Pollution Prevention Regulations C.R.C., c. 354](#)
- [Arctic Shipping Safety and Pollution Prevention Regulations SOR/2017-286](#)
- [Fire and Boat Drills Regulations SOR/2010-83](#)
- [Life Saving Equipment Regulations C.R.C., c. 1436](#)
- [Marine Personnel Regulations SOR/2007-115](#)
- [Maritime Occupational Health and Safety Regulations SOR/2010-120](#)
- [Vessel Fire Safety Regulations SOR/2017-14](#)
- [Vessel Pollution and Dangerous Chemicals Regulations SOR/2012-69](#)

Management level only:

- [Administrative Monetary Penalties and Notices \(CSA 2001\) Regulations SOR/2008-97](#)
- [Ballast Water Regulations SOR/2021-120](#)
- [Cargo, Fumigation and Tackle Regulations SOR/2007-128](#)
- [Load Line Regulations SOR/2007-99](#)
- [Marine Machinery Regulations SOR/90-264](#)
- [Policy Committees, Workplace Committees and Health and Safety Representatives Regulations SOR/2015-164](#)
- [Safety Management Regulations SOR/98-348](#)
- [Steering Appliances and Equipment Regulations SOR/83-810](#)
- [Tackle Regulations C.R.C., c. 1494](#)
- [Vessel Safety Certificates Regulations SOR/2021-135](#)
- [Safe Working Practices Regulations \(C.R.C., c. 1467\)](#)
- [Canadian Vessel Plan Approval and Inspection Standard \(TP 15456\)](#)

NAUTICAL

All seafarers:

- [Arctic Waters Pollution Prevention Regulations C.R.C., c. 354](#)
- [Arctic Shipping Safety and Pollution Prevention Regulations SOR/2017-286](#)
- [Collision Regulations including Canadian amendments C.R.C., c. 1416](#)
- [Fire and Boat Drills Regulations SOR/2010-83](#)
- [Life Saving Equipment Regulations C.R.C., c. 1436](#)
- [Marine Personnel Regulations SOR/2007-115](#)
- [Maritime Occupational Health and Safety Regulations SOR/2010-120](#)
- [Navigation Safety Regulations 2020 SOR/2020-216](#)
- [Vessel Fire Safety Regulations SOR/2017-14](#)
- [Vessel Pollution and Dangerous Chemicals Regulations SOR/2012-69](#)

Management level only:

- [Administrative Monetary Penalties and Notices \(CSA 2001\) Regulations SOR/2008-97](#)
- [Ballast Water Regulations SOR/2021-120](#)
- [Cargo, Fumigation and Tackle Regulations SOR/2007-128](#)
- [Load Line Regulations SOR/2007-99](#)
- [Safety Management Regulations SOR/98-348](#)
- [Safe Working Practices Regulations C.R.C., c. 1467](#)
- [Shipping Casualties Reporting Regulations SOR/85-514](#)
- [Steering Appliances and Equipment Regulations SOR/83-810](#)
- [Vessel Safety Certificates Regulations SOR/2021-135](#)
- [Canadian Vessel Plan Approval and Inspection Standard \(TP 15456\)](#)
- [Tackle Regulations C.R.C., c. 1494](#)
- [Policy Committees, Workplace Committees and Health and Safety Representatives Regulations SOR/2015-164](#)